# Zoom Lesson Planner

## Before the Zoom session

* Decide on ground rules and how to manage communication including student questions.
* Decide if you will record and share a recording of the Zoom session.
* To prevent accidentally sharing sensitive data, close out programs you will not be using. Log out of web sites with sensitive student data (such as eStaff, Canvas) if possible.
* Open any programs or files that you intend to share within the Zoom session. Opening these files beforehand will save time during the live session.
* Consider creating one or more polls to make your Zoom session more interactive. Consider the use of breakout rooms to support small group discussions.
* If you would like to try out your lesson plan with an instructional designer role-playing as a student, e-mail idteam@sfcollege.edu to schedule a session. We love these interactions!

## Starting the session

* Share your ground rules (sometimes called community guidelines)
* Indicate if the session will be recorded and available for review.
* Indicate how best for students to communicate or ask questions.
* Indicate if you will be actively monitoring the text chat.
* Ask students to “Raise Hand” from the participants area, if that is your preference.
* Review one or more key points from the previous session

## During the session

If lecturing, aim to break every 10-15 minutes and invite questions or reflections. A “reflection” is a comment wherein a student makes a personal connection with the learning material. Pose questions periodically. Invite students to respond in a few words using the text chat feature. If brainstorming, use the whiteboard or share a document to note all of the ideas from your students.

## Ending the session

Devote at least five minutes to:

* Re-state key points from the lesson
* Invite student questions or reflections
* Prompt students to write down three ideas or key concepts learned in the session
* Provide guidance on next steps (upcoming assignments, due dates, etc.)
* Stop the recording, if applicable

## After the session

* Place your recording link into your Canvas course, if applicable
* Reflect on the session for a few minutes, make note of any opportunities for improvement